

A RESOLUTION OF THE CITY OF STANLEY, IDAHO, DESIGNATING THE CITY CLERK AS THE AUTHORIZED REPRESENTATIVE OF THE CITY COUNCIL FOR APPROVING BUILDING PERMITS, AND ESTABLISHING ADMINISTRATIVE PROCEDURES FOR TRACKING AND PUBLISHING LISTS OF PENDING AND APPROVED BUILDING PERMITS.

WHEREAS, Ordinance No. 192 provides that the City Council may, by resolution, designate an authorized representative to act upon building permit applications, and;

WHEREAS, in order to provide adequate public notice for comments and appeals of building permit actions, the City Council wishes to establish procedures for tracking and publishing building permit actions taken by its designated representative, therefore:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANLEY, Custer County, Idaho, that the following procedures will be followed, until revoked by the City Council:

- The City Clerk is designated as the authorized representative of the City Council for acting upon building permit applications.
- The City Clerk will approve, disapprove, or refer applications to the City Council as provided in Ordinance No. 192.
- The President of the City Council shall act as the authorized representative of the City Council for acting upon building permits in the absence of the City Clerk.
- The City Clerk shall post on the City of Stanley web site a list of building permit approvals and denials within five days of issuance or denial. These postings shall be maintained for thirty days.
- The City Clerk shall provide a list of building permit approvals and denials within five days of issuance or denial via e-mail to those residents and property owners who indicate to the City Clerk that they wish to receive such information.
- The City Clerk shall place a list of building permits issued or denied on the agenda of the next City Council meeting, along with those pending action by the City Council, and shall ensure that building permit actions are noted in the minutes of City Council meetings.

Authorized by the City Council the \_\_\_\_ day of May, 2014 and signed in open session in authentication of its adoption.

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City Council President

The Mayor Concurring:

**Draft**

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The Honorable Mayor, Herb Munford

ATTEST:

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City Clerk

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